

December 2, 2003

XYZ Bank
101 Main Street
Anytown, New York 12303

RE: Claim/file number: 123456789
Policy number: H2334456
Insured's name: John Doe
Date of loss: 10/17/03
Type of loss: Fire

Dear Sir,

The ABC Insurance Company notes that the investigation of the captioned claim has recently concluded.

The ABC Insurance Company has declined both coverage and liability to the policyholder. The XYZ Bank as the mortgagee listed on the policy may have rights to enforce a claim under the policy. Accordingly, the ABC Insurance Company is pleased to enclose a blank proof of loss form to assist you in complying with the policy terms. The proof of loss must be completed in detail, executed before a notary public and returned to us in its complete state along with the supporting documentation to verify the captioned claim. The completed proof of loss must be returned to us within 60 days of this request and it must comply with the requirements set out in that part of your policy captioned WHAT YOU MUST DO IN CASE OF LOSS.

The ABC Insurance Company specifically reserves any and all rights in connection with the captioned loss. Thank you.

Very truly yours,

William White
ABC Insurance Company